THE GOVERNMENT OF ST CHRISTOPHER AND NEVIS

Ministry of Information, Communications, Technology and Posts
P.O BOX 186,
National ICT Center, #3 C. A. Paul Southwell Industrial Site
Basseterre, Saint Kitts
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Ministry of Information, Communications, and Technology and Posts
Job Description
Job Title: Database Administrator
Work Location: National ICT Center, C.A.P. Southwell Industrial Site
Division/Department: Department of Technology
Reports to: Development (e-Government) Coordinator
[✓] Full-time   [ ] Part-time

Description of Post:

The Database Administrator's role is to manage and maintain an organization's databases. This position includes tasks such as designing, implementing, and optimizing databases, ensuring data integrity, managing access permissions, performing backups and recovery, troubleshooting issues, and monitoring database performance to ensure efficient and reliable operations. Database Administrators also collaborate with other teams to understand data requirements and provide technical support as needed. Strong analytical, problem-solving, and communication skills are essential in this role.

Duties and Responsibilities for the post include but are not limited to the following:
   Database Design and Implementation
- Design and plan the structure of databases to meet business requirements.
- Create and define database schemas, tables, indexes, and relationships.

Database Installation and Configuration
- Install and configure database management systems such as MySQL, Oracle, SQL Server, etc.
- Set up database servers, including hardware and software configuration.

Data Security and Access Management
- Implement security measures to protect sensitive data from unauthorized access.
- Manage user access, roles, and permissions within the database.

- Conduct regular security audits to identify vulnerabilities.

Data Backup and Recovery
- Perform regular backups of databases to ensure data integrity and availability.
- Develop and implement strategies for disaster recovery in case of data loss.

Performance Monitoring and Tuning
- Monitor database performance and identify bottlenecks or issues.
- Optimize query performance, indexing, and database configuration for better efficiency.

Troubleshooting and Problem Resolution
- Identify and resolve database- related issues, such as data corruption or system crashes.
- Investigate and address performance-related problems.

Data Migration and Integration
- Transfer data between different database systems or upgrading database to new versions.
- Integrate databases with other systems and applications.
- Collaborate with application developers, network administrators, and other IT teams to ensure seamless integration and operation of database systems.

Capacity Planning
- Monitor database growth and resource utilization.
- Plan for scalability to accommodate future data needs.

Query Optimization
- Analyze and fine-tune database queries to improve performance and reduce execution time.

Compliance
- Ensure that the database systems adhere to industry regulations and compliance standards relevant to the department.

Patch Management
- Apply software patches, updates, and fixes to address security vulnerabilities and improve system stability.

Training
- Provide training to users and colleagues on database-related tools, best practices, and procedures.
- Any other duty that may be assigned.

Education and/or Experience:

The Applicant must have the following skills:
- Bachelor's degree in Computer Science, Information Technology, or a related field.
- At least 3 years equivalent work experience in the field
- Certification from Microsoft (Microsoft Certified: Axure Database Administrator Associate), Oracle (Oracle Database Administrator) or Amazon Web Services Certified Database with CompTIA (CompTIA IT Fundamentals+) would be an asset.
- Experience in the use of Amazon Web Service Relation Database (RDS)

Skills and Competencies

- **Experienced**: Prior experience with database administration tasks, such as backup and recovery, performance tuning, and security management.
- **Communication**: Possess high communication skills for collaborating with other teams, understanding user needs, and explaining technical concepts to non-technical clients.
- **Adaptability**: Being open to continuous learning and staying updated with industry trends.
- **Attention to Detail:** Ensure accuracy and data integrity by paying close attention to details during database management.
- **Analytical Thinking:** Ability to analyze complex data-related problems and develop practical solutions.
- **Time Management:** Efficiently manage tasks and priorities in a dynamic work environment.
- **Problem Solving:** Skill in identifying root causes or issues and implementing effective solutions.
- **Critical Thinking:** Evaluate situations objectively and make well-informed decisions.
- **Conflict Resolution:** Address conflicts and challenges in a constructive manner.
- **Risk Management:** Assess potential risks in database operations and implement mitigation strategies.

Salary: K33—K38 ($64,092 – $78,768) per annum

The deadline for the receipt of application is **March 22nd, 2024.**

Please send applications to:

Permanent Secretary
Ministry of Information, Communications, and Technology
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